

**MONITORING AND REPORTING PROGRAM
FOR
WAIVER OF WASTE DISCHARGE REQUIREMENTS
ORDER NUMBER R1-2015-0023**

The Monitoring and Reporting Program has two components (Monitoring and Reporting), reflected in the two sections below. The information collected through site monitoring and inspections, per Section I and reporting forms completed per Section II must be retained on site and made available upon request by Regional Water Board staff. The Annual Reporting form shall be submitted annually by March 31.

Monitoring, including periodic site inspections and reviews of operational practices, helps to ensure that standard conditions are being met, that management measures and controls are effectively protecting water resources, and that any newly developing problems representing a water quality concern are identified and corrected quickly. Whether submitted directly to the Regional Water Board or through an approved third party program, the required reporting elements allow the Regional Water Board to assess general program implementation and compliance by tier category and by subwatershed. For example, reporting form information can allow staff to determine how many Tier 2 Dischargers are in the process of developing water resource protection plans, how many have developed and are implementing plans, how many are in compliance with standard conditions, how effectively BMPs are performing, and what changes or improvements are needed to improve program effectiveness or compliance rate.

On a sub-watershed-wide scale, this information enables the Regional Water Board staff to comprehensively track activity from Tier 3 cleanup and restoration sites and individual instream work proposed under Tier 2 water resource protection plans to help correlate cleanups and activities or restoration or remediation work in streams or wetlands that are proposed and underway in individual watersheds and subwatersheds. It may be necessary to limit the number of individual potential construction-related impacts occurring at any given time in any given subwatershed.

I. Monitoring

This information below is applicable to all sites and may also be part of or incorporated into the water resource protection plan for Tier 2 sites.

A. Site Map:

Please create a legible map identifying the features listed below where applicable. You may need to use a full-page satellite map (e.g. Bing, Google, or similar) and one or more additional maps at appropriate scales. The map(s) may be preliminary upon enrollment and refined upon completion of a thorough site inventory:

1. Property topography
2. Perimeter of land owned or leased
3. Watercourses and stream crossings
4. Roads, clearings, and developed areas
5. Perimeters of cultivation areas
6. Water source types and locations (surface water diversion, well, rainwater catchment) and water storage types and locations (storage tanks, ponds, bladders)¹
7. Nutrient and chemical storage locations (i.e. fertilizers, pesticides, petroleum)
8. Buildings
9. Garbage/refuse storage facilities/locations
10. Human waste facilities (e.g. septic tanks and leach fields, privy, composting toilet)
11. Unstable earthen features
12. Soil or spoils storage/stockpile/disposal areas
13. Controllable sediment discharge sources identified for upgrade, cleanup, remediation, or restoration (as part of Tier 2 Water Resource Protection Plan or Tier 3 Cleanup and Restoration Plan)
14. Mark or highlight those locations where wastes or pollutants, whether spilled, placed, or stored could be transported into surface water or leached into groundwater
15. Management measures to control wastes and other water quality factors
16. Map legend

¹ A basis of water right and relevant documentation shall be kept on site with the site map and monitoring records. Relevant documentation may include:

- A letter, or email from the State Water Board acknowledging that a statement has been filed with the State Water Board in support of a pre-1914 or riparian water right claim.
- A copy of an appropriate water permit, license, registration, or filed statement.
- A true and correct copy of an application, or other documentation verifying that an application has been submitted to the State Water Board to obtain such a right, permit, registration, or license.
- Explanation of why such documentation cannot be provided.

Note: Copies of documents may be downloaded from the State Water Board's Electronic Water Rights Information Management System (eWRIMS).

B. Monitoring Inspections:

Sites shall be inspected periodically to ensure conformance with standard conditions. Site inspections should include visual inspection of the site, including any management measures, to ensure they are being implemented and are functioning as expected. Inspections include photographic documentation of any controllable sediment discharge sites, as identified on the site map, and a visual inspection of those locations on the site where pollutants or wastes, if uncontained, could be transported into receiving waters, and those locations where runoff from roads or developed areas drains into or towards surface water. At a minimum, sites shall be inspected at the following times to ensure timely identification of changed site conditions and to determine whether implementation of additional management measures is necessary to prevent or minimize discharges of waste to surface water:

1. Before and after any significant alteration or upgrade to a given stream crossing, road segment, or other controllable sediment discharge site. Inspection should include photographic documentation, with photo records to be kept on site.
2. Prior to October 15 to evaluate site preparedness for storm events and stormwater runoff.
3. By December 15.
4. Following any rainfall event with an intensity of 3 inches precipitation in 24 hours. Precipitation data can be obtained from the National Weather Service by entering the site zip code at <http://www.srh.noaa.gov/forecast>.

Note that Tier 2 Dischargers must include a monitoring element in their water resource protection plan that at a minimum provides for periodic inspection of the site, checklist to confirm placement and efficacy of management measures, and document progress on any plan elements subject to a time schedule. Tier 3 Dischargers must incorporate monitoring and reporting elements into their cleanup and restoration plans for approval by the Executive Officer.

II. Annual Reporting

The Annual Reporting form shall be submitted annually by March 31. The reported information shall be reflective of site conditions. Enrollees shall submit this information either directly to the Regional Water Board or through an approved third party program.

The submittal process is electronic, using a fillable Portable Document Format (PDF) form, available at: <https://www.waterboards.ca.gov/northcoast/CannabisAnnualReport.html>

The Annual Reporting Form PDF must be electronically validated prior to submission, using the "Validate and Create Submittal" button embedded in the form. Any required information that is omitted will trigger pop-up notifications and additional guidance as necessary.

Once all required information is properly entered and the form is successfully validated, the form will be electronically stamped and locked, at which point a prompt will be provided to save the validated PDF file.

Submit validated Annual Reporting Form PDFs via e-mail to:

northcoast.cannabis@waterboards.ca.gov

The subject line for these email submittals should be formatted as follows:

WDID County APN(s) Discharger (First and Last Name) Annual Report

example: 17A15555CTRI Trinity County 055-555-55-00 John Doe Annual Report

A copy of the validated PDF form must also be retained onsite and made available upon request.

If you are experiencing problems completing the annual reporting form electronically please contact the Cannabis Unit at the North Coast Regional Water Quality Control Board for assistance at (707) 576-2676 or by email at northcoast.cannabis@waterboards.ca.gov.